

## LA-UR-21-31475

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Title: National Security Research Center RASSTI for NSRC Articles

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Intended for: Internal training document

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## National Security Research Center

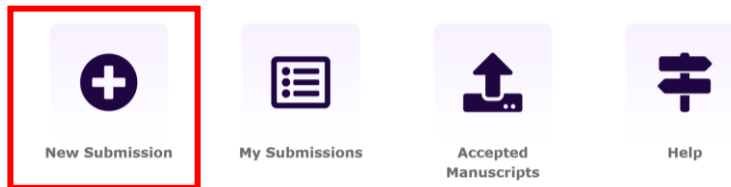
### RASSTI for NSRC Articles

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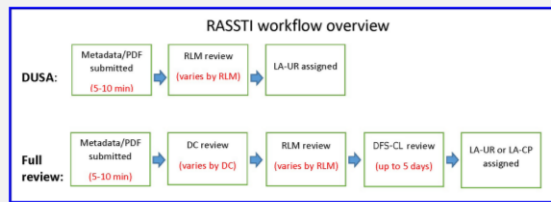
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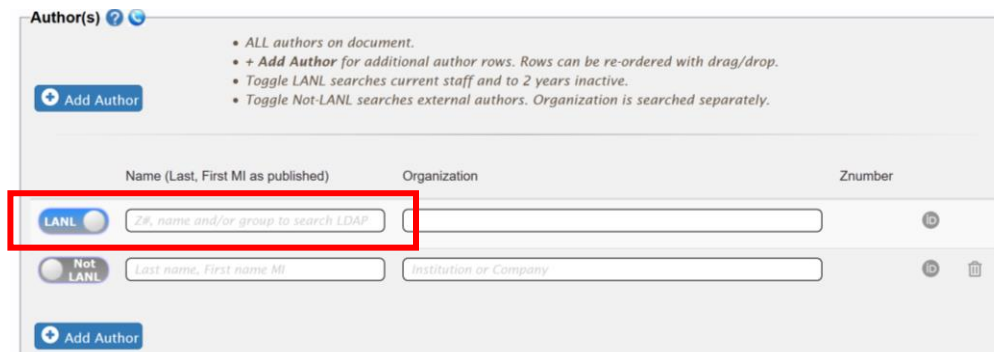
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Is there anything potentially patentable in this submission? ☐ Yes ☐ Don't Know ☒ No

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USDOE Energy Information Administration (EIA)  
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Office of Energy Statistics (EI-20)  
USDOE National Nuclear Security Administration (NNSA)  
Office of Defense Nuclear Nonproliferation (NA-20)  
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Office of Defense Nuclear Security (NA-70)  
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Office of Emergency Operations (NA-40)  
Office of Fissile Materials Disposition (NA-26)  
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Description:

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- Program Code (Project No.): X5D1
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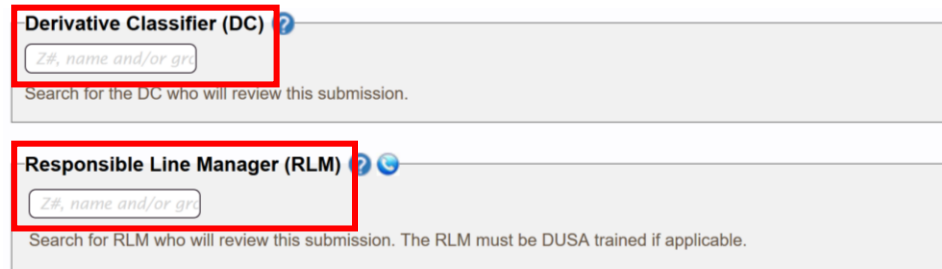
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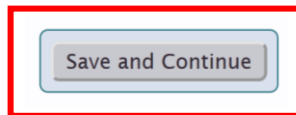
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20. Input name of Derivative Classifier AND Responsible Line Manager.

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  - Use Nanette Mayfield as RLM only if Chris is completely unavailable (vacation, sick leave, etc.)
- Choose a **Derivative Classifier (DC)** from any of these people: Andrew Gordon, Danny Alcazar, John Moore, and Norma Baca
  - RLM and DC cannot be the same person

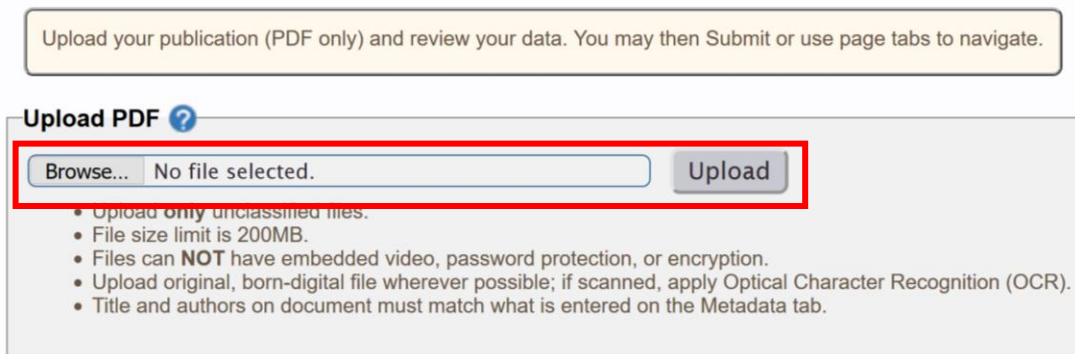


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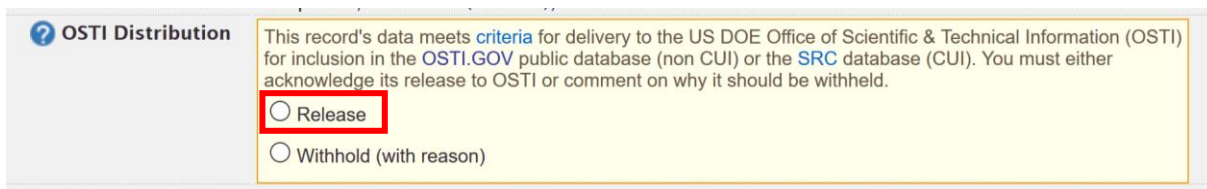


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22. Browse to find your article and upload PDF.



23. Review your information and then in the **OSTI Distribution** section, select "Release."



24. In **Notes/Deadline for Reviewer(s)**, briefly designate DC, RLM, and review deadline. Copy/paste these notes into a side document. You will need them in a forthcoming step.

**Notes/Deadline for Reviewer(s)**

DC: Name  
RLM: Name

Brief explanation of article and deadline review needed by. For example:

This is a LANL Today article. We would like the LA-UR by no later than DATE.  
Thank you.

Optional notes,  
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25. Press "Submit."

[Submit to DC for review.](#)

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**NEXT:**

26. RASSTI will send you a **confirmation email**. Forward this email to the DC, the RLM, and the NSRC Publications Team Leader with the article PDF attached. In the email, state the RLM, DC, article purpose, and deadline. (You can use the copy/pasted notes from Step 24.)

Send To... Cc... Subject

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DC: Name  
RLM: Name

Thank you!

Warm Regards,  
Your Name

27. You will receive confirmation emails when:

- The DC has reviewed the document
- The RLM has reviewed the document
- The Classification Office has reviewed the document and assigned the LA-UR

28. When the LA-UR is assigned:

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- Copy/paste it into the Google document file name accessible to NSRC Publications Team Leader
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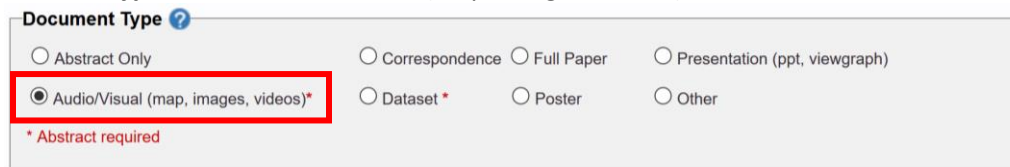


## National Security Research Center

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1. List your name as the **author** of historical AV materials.
  - If you're submitting a request for a current Lab employee's contemporary AV material, input the name of the employee (photographer, videographer, graphic designer, etc.).
2. If there is no known AV **title**, use "Untitled [Insert Media Type]" and give a brief description.
  - Example 1: "Untitled Photo - J. L. Gervais, a disc jockey at the radio station on Kwajalein during Operation Crossroads"
  - Example 2: "Untitled Video – J. Robert Oppenheimer drinks a martini"
3. In **Document Type**, select "Audio/Visual (map, images, videos)".



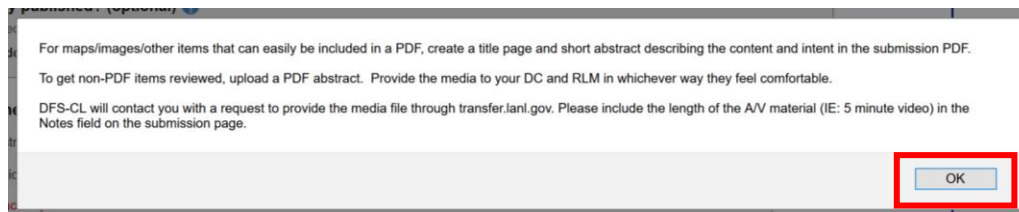
**Document Type** ?

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☒ Audio/Visual (map, images, videos)\*    ☐ Dataset \*    ☐ Poster    ☐ Other

\* Abstract required

When the **Abstract** box pops up, press "OK."



For maps/images/other items that can easily be included in a PDF, create a title page and short abstract describing the content and intent in the submission PDF.

To get non-PDF items reviewed, upload a PDF abstract. Provide the media to your DC and RLM in whichever way they feel comfortable.

DFS-CL will contact you with a request to provide the media file through transfer.lanl.gov. Please include the length of the A/V material (IE: 5 minute video) in the Notes field on the submission page.

OK

4. Your **Abstract** will include:
  - The title/description you input earlier. Copy/paste it into a Word document.
  - Insert image into the document.
  - Copy/paste the shared Google Drive link to the image into the document.
  - Save Word document as a PDF for upload.
  - After submission, you may receive a request for the image via email. If so, attach image to your reply email.

**Tip:** For all other AV materials (like videos or large graphic design logos), only input the title/description and the (Google Drive/Web/etc.) link to the material in the Abstract. Sometimes a reviewer will contact you for a file transfer, sometimes not.

5. When you receive your RASSTI submission confirmation email, forward it to your DC, RLM, and the NSRC Publications Team Leader with the PDF Abstract attached. In the email, state the RLM, DC, article purpose, and deadline.
6. When the LA-UR is assigned:
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  - Copy/paste the LA-UR into your own version of the document and file name, if saved on a personal work computer